

HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY

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HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY

02 100 074 2405 007 TUITION AID GRANT PROGRAM

I. PROGRAM OBJECTIVES

The Tuition Aid Grant (TAG) program, New Jersey's principal student financial assistance program, was established in 1978 to provide financial assistance to New Jersey students attending a college or university in New Jersey. The primary objective of the program is to make higher education opportunities available to all citizens. Students may attend any approved college in New Jersey and, based upon their level of financial need, receive a grant to offset the cost of tuition. The amount of the grant varies among students and is based on several factors: the student's financial need, the amount of tuition charged by the institution, the type of institution attended (state-supported or independent), the number of eligible applicants, and the total funds appropriated for the program. Awards are renewable annually based upon financial need and academic performance.

II. PROGRAM PROCEDURES

To receive a TAG award, a student must be a resident of New Jersey for at least one year immediately prior to receiving the award and must be enrolled or plan to be enrolled as a fulltime undergraduate matriculated in a curriculum leading to a degree or certificate at an eligible New Jersey institution. The student must meet minimum standards of academic progress, as defined by the institution, and must document financial need by annually filing an approved financial aid form in accordance with established deadline dates. Funds are disbursed directly to the school on behalf of the student.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR DISALLOWED

1. Compliance Requirement

a. Refer to N.J.S.A. 18A:71B-18 through 22.

b. Refer to Title 9A, New Jersey Administrative Code, Chapter 9:

- (1) Subchapter 2: General provisions for Tuition Aid Grant and Garden State Scholarship Programs
- (2) Subchapter 3: Tuition Aid Grant Program

2. Suggested Audit Procedures

- a. Review student financial aid packages and financial accounts.
- b. Test compliance with statute and regulations using a random sample.

B. ELIGIBILITY

1. Compliance Requirement

a. Refer to N.J.S.A. 18A:71B-18 through 22.

b. Refer to Title 9A, New Jersey Administrative Code, Chapter 9:

- (1) Subchapter 2.1: Undergraduate enrollment
- (2) Subchapter 2.2: Residency
- (3) Subchapter 2.3: Noncitizens and resident aliens
- (4) Subchapter 2.4: Eligibility and repayments
- (5) Subchapter 2.6: Dependent/independent student defined

- (6) Subchapter 2.7: Verification of family financial data
- (7) Subchapter 2.8: Renewal eligibility and filing
- (8) Subchapter 2.9: Award combinations and overawards
- (9) Subchapter 2.10: verification of enrollment and academic performance
- (10) Subchapter 2.11: Payments
- (11) Subchapter 2.14: Check endorsements
- (12) Subchapter 2.16: Accounting and auditing standards
- (13) Subchapter 3.1: Determination of eligibility for and value of student assistance
- (14) Subchapter 3.2: Tuition Aid Grant Award Table
- (15) Subchapter 3.3: Exercise of institutional professional judgment in the determination of family or student contribution
- (16) Subchapter 3.5: Part-time students

2. Suggested Audit Procedures

- a. Review student records for documentation of residency, citizenship, enrollment, and academic performance.
- b. Review student financial aid records to verify that award combinations do not exceed the total cost of attendance.
- c. Review student financial aid records to verify financial eligibility, dependent/independent status, and verification of family financial data (if applicable).
- d. Review institutional accounts to ensure compliance with accounting and auditing standards.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING PROCEDURES

No compliance requirement.

D. REPORTING REQUIREMENTS

1. Compliance Requirement

- a. Refer to Title 9A, New Jersey Administrative Code, Chapter 9:
 - (1) Subchapter 2.5: Student notification
 - (2) Subchapter 2.10: Verification of enrollment and academic performance
 - (3) Subchapter 2.13: Student's obligation to report changes in institution or financial status
 - (4) Subchapter 2.16: Accounting and auditing standards
- b. Refer to New Jersey Office of Management and Budget (OMB) Circular 98-07 Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid.
- c. Refer to Federal Office of Management and Budget (OMB) Circular A-133

2. Suggested Audit Procedures

- a. Review student financial aid records to verify compliance with student notification requirements.
- b. Review institutional records to verify submission of Higher Education Student Assistance Authority (HESAA) reports as required.
- c. Review institutional records to ensure compliance with accounting and auditing standards.

- d. Review and verify schedule of Federal and State Financial Assistance. Trace data to supporting documentation.
- e. Report all noted instances of non-compliance, illegal acts, and instances in which the cumulative effect of individual immaterial instances of non-compliance could materially affect the financial statements.

E. SPECIAL TESTS AND PROVISIONS

There are no special tests and procedures for the auditor to perform.

HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY

02 100 074 2405 009 SURVIVOR TUITION BENEFITS PROGRAM

I. PROGRAM OBJECTIVES

This program provides free undergraduate tuition for children and spouses of members or officers of: a New Jersey volunteer fire company; volunteer first aid or rescue squad; municipal fire, police, county police, or park police department; the State Fire Service; the Division of State Police; or various other state employees in related law enforcement job titles, which member or officer was killed in the performance of his/her duties. Students at public colleges or universities in New Jersey have full tuition paid by the state. Students at independent institutions in New Jersey have tuition paid up to the highest tuition charged at a public institution. Students who qualified as residents at the time of the death of the parent but who subsequently moved out of state (for example, because of the relocation of the surviving parent) are eligible to receive full tuition benefits as if they had remained New Jersey residents, even if they are required to pay out-of-state tuition charges by the institution attended.

II. PROGRAM PROCEDURES

Students apply to the Authority. The Authority verifies applicant information, including the student's relationship to the deceased, the date of death (in the case of a spouse) or the date of high school graduation (in the case of a child), and that the deceased was killed in the performance of duties as a member, officer, or employee of a qualifying organization. Verification of enrollment is provided by the college or university, and payment is made directly to the institution on behalf of the student. Occasionally, initial tuition charges may already have been paid by the student, in which case, the student is reimbursed by the institution.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR DISALLOWED

Refer to N.J.S.A. 18A:71B-23-24 et seq. for general requirements of this program. Refer to Title 9A, New Jersey Administrative Code, Chapter 9, Subchapter 5: Public Tuition Benefits Program.

B. ELIGIBILITY

1. Compliance Requirement

a. Refer to N.J.S.A. 18A:71B-23-24 et seq.

b. Refer to Title 9A, New Jersey Administrative Code, Chapter 9:

- (1) Subchapter 5.1: General provisions
- (2) Subchapter 5.4: Eligible institutions
- (3) Subchapter 5.5: Undergraduate enrollment
- (4) Subchapter 5.7: Renewal
- (5) Subchapter 5.8: Period of eligibility
- (6) Subchapter 5.9: Verification of enrollment and academic performance

c. Refer to Title 9A, New Jersey Administrative Code, Chapter 9, Subchapter 2: General provisions for Tuition Aid Grant and Garden State Scholarship Programs.

2. Suggested Audit Procedures

- a. Review student records for documentation of eligibility, residency, enrollment, period of eligibility, and academic performance.
- b. Review institutional accounts to ensure compliance with accounting and auditing standards.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING PROCEDURES

No compliance requirement.

D. REPORTING REQUIREMENTS

1. Compliance Requirement

- a. Refer to Title 9A, New Jersey Administrative Code, Chapter 9:

- (1) Subchapter 5.6 Student notification

- b. Institutions must provide information to the Authority certifying students' eligibility, enrollment, academic performance, etc.
- c. Refer to New Jersey Office of Management and Budget (OMB) Circular 98-07 Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid.

2. Suggested Audit Procedures

- a. Verify that information has been submitted. Trace data to supporting documentation.
- b. Review and verify schedule of Federal and State Financial Assistance. Trace data to supporting documentation.

E. SPECIAL TESTS AND PROVISIONS

There are no special tests and procedures for the auditor to perform.

HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY

02 100 074 2405 012 PART-TIME TUITION AID GRANTS FOR EOF STUDENTS

I. PROGRAM OBJECTIVES

Students who are receiving an Educational Opportunity Fund (EOF) award may, under certain circumstances, receive a Tuition Aid Grant (TAG) award even if they attend college part-time. TAG program regulations generally require full-time attendance, but some EOF students are counseled to reduce their course loads to part-time because these students may not have the academic preparation to carry a full-time load, or they may have other special circumstances that call for a reduction of course work.

II. PROGRAM PROCEDURES

To receive a part-time TAG award, a student must be a resident of New Jersey for at least one year immediately prior to receiving an award, and must be enrolled or plan to be enrolled for at least six undergraduate credits as a matriculated student in a curriculum leading to a degree or certificate at an eligible New Jersey institution. The student must be receiving an award under the Educational Opportunity Fund program and must maintain minimum standards of academic progress as determined by the institution. The student must document financial need by annually filing an approved financial aid form in accordance with established deadline dates. Funds are disbursed to the school on behalf of the student.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR DISALLOWED

1. Compliance Requirement

a. Refer to N.J.S.A. 18A:71B-18 through 22.

b. Refer to Title 9A, New Jersey Administrative Code, Chapter 9:

- (1) Subchapter 2: General provisions for Tuition Aid Grant and Garden State Scholarship Programs
- (2) Subchapter 3: Tuition Aid Grant Program

2. Suggested Audit Procedures

Review student financial aid packages and financial accounts.

B. ELIGIBILITY

1. Compliance Requirement

a. Refer to N.J.S.A. 18A: 71B-18 through 22.

b. Refer to Title 9A, New Jersey Administrative Code, Chapter 9:

- (1) Subchapter 2.1: Undergraduate enrollment (except where provisions specifically refer to full-time enrollment).
- (2) Subchapter 2.2: Residency
- (3) Subchapter 2.3: Noncitizens and resident aliens
- (4) Subchapter 2.4: Eligibility and repayments
- (5) Subchapter 2.6: Dependent/independent student defined
- (6) Subchapter 2.7: Verification of family financial data
- (7) Subchapter 2.8: Renewal eligibility and filing

- (8) Subchapter 2.9: Award combinations and overawards
- (9) Subchapter 2.10: Verification of enrollment and academic performance (except where provisions specifically refer to full-time enrollment)
- (10) Subchapter 2.11: Payments (except that payments to eligible students shall be counted as one half of a semester).
- (11) Subchapter 2.14: Check endorsements
- (12) Subchapter 2.16: Accounting and auditing standards
- (13) Subchapter 3.1: Determination of eligibility for and value of student assistance
- (14) Subchapter 3.2: Tuition Aid Grant award table
- (15) Subchapter 3.5: Part-time students

2. Suggested Audit Procedures

- a. Review student financial aid records to verify financial eligibility, family financial data, dependent/independent status (if applicable), total number of payments received, and receipt of an Educational Opportunity Fund award. Verify that award combinations do not exceed the total cost of attendance.
- b. Review student records for documentation of residency, citizenship, enrollment, academic performance, and special approval for part-time status
- c. Review institutional compliance with accounting and auditing standards.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING PROCEDURES

No compliance requirement.

D. REPORTING REQUIREMENTS

1. Compliance Requirement

- a. Refer to Title 9A, New Jersey Administrative Code, Chapter 9:

- (1) Subchapter 2.5: Student notification
- (2) Subchapter 2.10: Verification of enrollment and academic performance
- (3) Subchapter 2.13: Student's obligation to report changes in institution or financial status
- (4) Subchapter 2.16: Accounting and auditing standards

- b. Refer to Federal Office of Management and Budget (OMB) Circular A-133.

- c. Refer to New Jersey Office of Management and Budget (OMB) Circular 98-07 Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid.

2. Suggested Audit Procedures

- a. Review student financial aid records to verify compliance with student notification requirements.
- b. Review institutional records to verify submission of Higher Education Student Assistance Authority (HESAA) reports as required.
- c. Review institutional compliance with accounting and auditing standards.
- d. Review and verify schedule of Federal and State Financial Assistance. Trace data to supporting documentation.

- e. Report all noted instances of non-compliance, illegal acts, and instances in which the cumulative effect of individual immaterial instances of non-compliance could materially affect the financial statements.

E. SPECIAL TESTS AND PROVISIONS

There are no special tests and procedures for the auditor to perform.

HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY

| | |
|---------------------|--|
| 02 100 074 2405 278 | GARDEN STATE SCHOLARS PROGRAM |
| 02 100 074 2405 278 | EDWARD J. BLOUSTEIN DISTINGUISHED SCHOLARS PROGRAM |
| 02 100 074 2405 278 | URBAN SCHOLARS PROGRAM |

I. PROGRAM OBJECTIVES

The objective of the three undergraduate scholarship programs -- Garden State Scholars, Edward J. Bloustein Distinguished Scholars, and Urban Scholars -- is to increase the number of high-achieving New Jersey high school students attending New Jersey colleges and universities. Award requirements vary for each of the programs, which are administered centrally by the Authority. These programs are merit-based rather than need-based.

II. PROGRAM PROCEDURES

Scholarship candidates are nominated by their high schools based upon standard academic criteria and guidelines established by the Higher Education Student Assistance Authority Board. The selection process is completed by the Authority according to criteria established for each program. High school students are identified at the end of their junior year and informed early in their senior year regarding eligibility for the merit-based scholarships. The information is also provided to New Jersey colleges and universities to assist them in recruiting these academically talented students. In order to receive the scholarship award, students must be enrolled as a full-time undergraduate at an approved New Jersey college or university. Funds are disbursed directly to the school on behalf of the student.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR DISALLOWED

Refer to N.J.S.A. 18A:71B-11 through 17 for general requirements and specific requirements unique to each scholarship program. Refer to Title 9A, New Jersey Administrative Code, Chapter 9, Subchapter 4: Garden State Scholarships.

B. ELIGIBILITY

1. Compliance Requirement

- a. Refer to N.J.S.A. 18A:71B-11 through 17 for general requirements and specific requirements unique to each scholarship program.
- b. Refer to Title 9A, New Jersey Administrative Code, Chapter 9. Subchapter 2: General provisions for Tuition Aid Grant and Garden State Scholarship Programs.
- c. Refer to Title 9A, New Jersey Administrative Code, Chapter 9, Subchapters 2 and 4 for general requirements and specific requirements unique to each scholarship program.

2. Suggested Audit Procedures

- a. Review student registration records for documentation of residency, citizenship, enrollment, and academic performance.
- b. Review student financial aid records to verify that award combinations do not exceed the total cost of attendance.

- c. Review institutional accounts to ensure compliance with accounting and auditing standards.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING PROCEDURES

No compliance requirement.

D. REPORTING REQUIREMENTS

1. Compliance Requirement

- a. Institutions must provide payment rosters to the Authority certifying students' eligibility, enrollment, academic performance, etc.
- b. Refer to New Jersey Office of Management and Budget (OMB) Circular 98-07 Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid.

2. Suggested Audit Procedures

- a. Verify that rosters have been submitted. Trace data to supporting documentation.
- b. Review and verify schedule of Federal and State Financial Assistance. Trace data to supporting documentation.

E. SPECIAL TESTS AND PROVISIONS

There are no special tests and procedures for the auditor to perform.

HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY

02 100 074 2405 280 MISS NEW JERSEY EDUCATIONAL SCHOLARSHIP PROGRAM

I. PROGRAM OBJECTIVES

The objective of the Miss New Jersey Educational Scholarship Program is to provide an annual scholarship for the pursuit of post-secondary education to an exceptional young leader in the area of civic, cultural or charitable endeavors in the spirit of the Miss New Jersey Pageant.

II. PROGRAM PROCEDURES

Scholarship recipients are designated by the Authority in consultation with the Miss New Jersey Pageant Organization. In order to be eligible the individual must be enrolled in or accepted into a course of study leading to an initial bachelor's degree or a postgraduate degree in any New Jersey public institution of higher education. Eligibility will continue as long the recipient remains a full time student in good standing at the institution. The program is administered centrally by the Authority and funds are appropriated annually to the Authority to carry out the purposes of the program.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR DISALLOWED

Refer to N.J.S.A. 18A:71B-25-27 for general requirements of this scholarship program and to Title 9A, New Jersey Administrative Code, Chapter 9, Subchapter 6: Miss New Jersey Educational Scholarship Program.

B. ELIGIBILITY

1. Compliance Requirement

a. Refer to N.J.S.A. 18A:71B-25-27 for specific requirements unique to this scholarship program.

b. Refer to Title 9A, New Jersey Administrative Code, Chapter 9:

- (1) Subchapter 6.1: Purpose and scope
- (2) Subchapter 6.2: Eligibility requirements
- (3) Subchapter 6.3: Application Procedures
- (4) Subchapter 6.4: Amount and use of the scholarship
- (5) Subchapter 6.5: Candidate approval and notification
- (6) Subchapter 6.6: Payment
- (7) Subchapter 6.7: Renewal and period of eligibility

2. Suggested Audit Procedures

a. Verify that the institution has a copy of the award letter from HESAA to the student.

b. Verify that the institution completed HESAA's Payment Authorization Form and certified the students full time enrollment status and academic progress.

c. Review institutional accounts to ensure compliance with accounting and auditing standards.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING PROCEDURES

1. Compliance Requirement

- a. Review student registration records for documentation of eligibility, residency, enrollment and academic performance.

D. REPORTING REQUIREMENTS

1. Compliance Requirement

- a. Refer to New Jersey Office of Management and Budget (OMB) Circular 98-07 Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid.

2. Suggested Audit Procedures

- a. Verify that the Payment Authorization Form has been submitted to HESAA. Trace system data to supporting documentation.
- b. Review student records for documentation of full time status and academic progress for continuing eligibility.
- c. Review and verify schedule of federal and state financial assistance. Trace data to supporting documentation.

E. SPECIAL TESTS AND PROVISIONS

There are no special tests and procedures for the auditor to perform.

HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY

02 100 074 2405 293 OUTSTANDING SCHOLAR RECRUITMENT PROGRAM

I. PROGRAM OBJECTIVES

The objective of the Outstanding Scholar Recruitment Program is to increase the number of high-achieving and high SAT scoring New Jersey high school students attending New Jersey colleges and universities. The program is merit-based rather than need-based.

II. PROGRAM PROCEDURES

Scholarship recipients are designated by New Jersey colleges and universities based upon the individual student's class rank and SAT score. Award values are set forth in an annual contract between the Authority and the institution. In order to be eligible for this program the institution must be currently participating in the Student Unit Record Enrollment (SURE) data collection and reporting system administered by the New Jersey Commission on Higher Education.

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR DISALLOWED

Refer to N.J.S.A. 18A:71B-11 through 17 for general requirements. Refer to Outstanding Scholar Recruitment Program annual contract and the Administrative Guidelines in Attachment C-1 of the contract.

B. ELIGIBILITY

1. Compliance Requirement

a. Refer to N.J.S.A. 18A:71B-11 through 17 for general requirements and annual contract as stated in III.A. above.

b. Refer to Title 9A, New Jersey Administrative Code, Chapter 9:

- (1) Subchapter 2.1: Undergraduate Enrollment
- (2) Subchapter 2.13: Student's obligation to report changes in institution or financial status
- (3) Subchapter 2.16: Accounting and auditing standards

c. Refer to Administrative Guidelines contained in the Outstanding Scholar Recruitment Program Project Agreement signed by institution and HESAA.

2. Suggested Audit Procedures

a. Review student registration records for documentation of enrollment and academic performance. Verify scholarship award value based on student's class rank and combined SAT score.

b. Review institutional accounts to ensure compliance with accounting and auditing standards.

c. Review Outstanding Scholar Recruitment Program Project Agreement for appropriate signatures and compliance with Administrative guidelines.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING PROCEDURES

Institutions are responsible for paying the full amount of the awards. State reimbursements to institutions are prorated based upon the annual State appropriation and the total requests for reimbursement.

D. REPORTING REQUIREMENTS

1. Compliance Requirement

- a. Institutions must meet reporting requirements as defined in the annual contract with the Authority.
- b. Refer to New Jersey Office of Management and Budget (OMB) Circular 98-07 Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid.

2. Suggested Audit Procedures

- a. Review student records for documentation of continuing eligibility (student must maintain a 3.0 grade point average and complete at least 24 credits each academic year).
- b. Review institutional compliance with accounting and auditing standards.

E. SPECIAL TESTS AND PROVISIONS

There are no special tests and procedures for the auditor to perform.

HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY

02 100 074 2405 301 DANA CHRISTMAS SCHOLARSHIP FOR HEROISM

I. PROGRAM OBJECTIVES

The objective of the Dana Christmas Scholarship for Heroism is to provide recognition to an individual who performed an act of heroism prior to reaching his/her twenty-second birthday. Awards are for a one time only scholarship of up to \$10,000.

II. PROGRAM PROCEDURES

Scholarship awards will be awarded in accordance with policies and procedures established by the Authority. Awards must be used for educational expenses related to attendance at a postsecondary institution that participates in the federal student assistance programs authorized under Title IV of the "Higher Education Act of 1965".

III. COMPLIANCE REQUIREMENTS AND SUGGESTED AUDIT PROCEDURES

A. TYPES OF SERVICES ALLOWED OR DISALLOWED

Refer to Title IV of the "Higher Education Act of 1965", as amended. (20 U.S.C. s. 108711)

B. ELIGIBILITY

1. Compliance Requirement

Refer to Title IV of the "Higher Education Act of 1965", as amended. (20 U.S.C. s. 108711)

2. Suggested Audit Procedures

Review student registration records for documentation of enrollment.

C. MATCHING, LEVEL OF EFFORT, AND/OR EARMARKING PROCEDURES

No compliance requirement.

D. REPORTING REQUIREMENTS

No compliance Requirement

E. SPECIAL TESTS AND PROVISIONS

There are no special tests and procedures for the auditor to perform.

HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY

STAFFORD STUDENT LOAN PROGRAM

This is a federal student financial assistance program and the Single Audit Compliance requirement guidance provided by the following federal agencies is applicable:

A. COGNIZANT AGENCY

Division of Audit and Program Review/OSFA
U.S. Department of Education
10 Metrotech
625 Fulton Street - 6th Floor
Brooklyn, NY 11201
(718) 488-3590

<http://www.ifap.ed.gov>

Division of Audit and Program Review/OSFA
U.S. Department of Education
830 First Street, NE
Washington, DC 20202
(202) 377-3173

<http://www.ifap.ed.gov>

B. REGIONAL INFORMATION CONTACT POINT

U.S. Department of Education
Office of Inspector General
400 Maryland Avenue, SW
Washington, DC 20202-0498
(202) 205-5400

<http://www.ed.gov/offices/OIG/index.html>

C. The Federal Office of Management and Budget (OMB) has statutory responsibility for issuing policies, procedures and guidelines to implement the Single Audit Act (OMB Circular A-133). Contact:

Financial Management Division
Office of Management and Budget
New Executive Office Building
Washington, DC 20503
(202) 512-4800

<http://www.whitehouse.gov/omb/circulars/index.html>

D. The Federal General Accounting Office (GAO) has statutory responsibility for reviewing legislation for consistency with the Single Audit Act. GAO also issues generally accepted governmental accounting standards and conducts congressionally mandated or requested reviews of federal organizations, programs, activities, and functions. Contact:

U.S. General Accounting Office

441 G Street, NW

Washington, DC 20548

The Office of Public Affairs may be contacted at (202) 512-4800

<http://www.gao.gov/index.html>

E. Inspectors General have statutory responsibility to carry out audits and investigations of programs and activities for the largest federal agencies. They conduct desk and quality control reviews of single audit reports, track audit findings, and monitor audit resolution. Contact:

Regional Inspector General for Audit, Region II (see A. and B. above).

HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY

- SCHEDULE OF EXPENDITURES OF STATE AWARDS
- NOTES TO THE SCHEDULE OF EXPENDITURES OF STATE AWARDS AND INSTRUCTION FOR COMPLETION

SCHEDULE OF EXPENDITURES OF STATE AWARDS

The auditee shall prepare a schedule of expenditures of State awards for the period covered by the auditee's financial statements. At a minimum, the schedule should include all of the information listed below. For State awards received as a subrecipient, the name of the pass-through entity and the identifying number assigned by the pass-through entity must also be included in the schedule.

SCHEDULE OF EXPENDITURES OF STATE AWARDS
For Year Ending June 30, 20_____

| <u>STATE GRANTOR & PROGRAM TITLE</u> | <u>GRANT NUMBER</u> | <u>STATE ACCT. NO.</u> | <u>AWARD PERIOD</u> | <u>AWARD AMOUNT</u> | <u>CURRENT YEAR EXPENDITURES</u> |
|--|-------------------------|----------------------------|-------------------------|-------------------------|--------------------------------------|
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TOTAL

HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY

NOTES TO SCHEDULE OF EXPENDITURES OF STATE AWARDS AND INSTRUCTIONS FOR COMPLETION

- Note 1: This Schedule was developed to show that all state-funded programs would be included in the supplementary section of the audit report.
- Note 2: All programs should be individually identified, including those completed or terminated during the audit period.
- Note 3: Award amount should include all dollars received during the audit period from the State of New Jersey, from all state agencies including, but not limited to, the Department of the Treasury, the Department of State, the Commission on Higher Education, and the Higher Education Student Assistance Authority.
- Note 4: Current year expenditures should include total amounts expended for each individual State program.
- Note 5: Include notes to the schedule that describe the significant accounting policies used in preparing schedule.
- Note 6: Include, in either the schedule or a note to the schedule, the loans or loan guarantees outstanding at year-end.